

MASSACHUSETTS DEPARTMENT OF CORRECTION
DELEGATION OF AUTHORITY
103 DOC 103

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MASSACHUSETTS DEPARTMENT OF CORRECTION	DIVISION: OFFICE OF THE COMMISSIONER
TITLE: DELEGATION OF AUTHORITY	Number: 103 DOC 103

Purpose: To establish guidelines for the delegation of authority through Department and Institution chains of Command and Channels of Communication.

References: MGL Ch 124 Section 1(e), (q).

Applicability: Staff **Public Access:** Yes

Location: DOC Central Policy File/Institution Policy File
Commissioner's Policy File

Responsible Staff for Implementation and Monitoring of Policy:

- Commissioner
- Superintendents

Effective Date: 10/24/2014

Cancellation: This policy cancels all previous Department policies, procedures, Commissioner's bulletins, and rule and regulations regarding delegation of authority.

Severability Clause: If any part of this policy is for any reason held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.

103.01 Chain of Command

1. The department of correction (DOC) shall have clear and precise policy regarding the delegation of authority within the department which shall be reflected through the:
 - a. Departmental organization chart, which illustrates the chain of command.
 - b. Position title with written responsibilities as determined by the commissioner or his/her designee.
 - c. Person in charge of the DOC in the absence of the commissioner or deputy commissioner.
2. Each institution superintendent shall have clear and precise written policy and procedure, which establishes and describes the institutions' chain of command. Such written policy and procedure should:
 - a. Establish by position title, the authority and responsibility for all administrative sub-units and functional components within the institution.
 - b. Establish and describe in descending order overall authority and responsibility for the entire correctional institution, its operation, programs and services (i.e., the person in charge in the absence of the superintendent).

103.02 Central Office Chain of Command

The chain of command is reflected in the DOC's organizational chart, (see Attachment I). In the absence of the commissioner, the deputy commissioners shall be in charge of the DOC. In the absence of both the commissioner and deputy commissioners, the commissioner shall designate a member of executive staff or an assistant deputy commissioner to be in charge of the DOC in an acting capacity.

1. Commissioner - Staff reporting directly to the commissioner shall include but not be limited to:
 - a. Deputy Commissioner of the Prison Division
 - b. Deputy Commissioner of the Administrative Services Division

- c. Deputy Commissioner of the Classification, Programs and Reentry Division
 - d. General Counsel
 - e. Director of Legislative Affairs
 - f. Director of Outreach and Engagement
 - g. Director of Administrative Resolution
 - 1.
 - h. Director of Policy Development and Compliance Unit
 - i. Executive Director of Strategic Research and Planning
 - 1. Director of Performance Measures
 - j. Executive Assistant
 - k. Immediate support staff
2. Deputy Commissioner of the Prison Division - Staff reporting directly to the Deputy Commissioner shall include but not be limited to:
- a. Two assistant deputy commissioners (northern and southern sector).
 - b. Chief of Investigative Services
 - c. Director of Community Work Crew Central Division
 - d. Director of Central Transportation
 - e. Director of the Central Inmate Disciplinary Unit
 - f. Director of Special Operations
 - g. PREA Coordinator
 - h. Executive Assistant
 - i. Immediate support staff
3. Deputy Commissioner of the Administrative Services - Staff reporting directly to the Deputy Commissioner shall include but not be limited to:
- a. Assistant Deputy Commissioner of Administration
 - b. Director of Resource Management
 - c. Director of Administrative Services
 - d. Director of Staff Development and Training
 - e. Director of Equal Opportunity and Diversity
 - f. Chief of Internal Affairs Unit
 - g. Executive Assistant
 - h. Immediate support staff

4. Deputy Commissioner of the Classification, Programs and Reentry Division - Staff reporting directly to the Deputy Commissioner shall include but not be limited to:
 - a. Assistant Deputy Commissioner of Classification
 - b. Assistant Deputy Commissioner of Clinical Services
 - c. Director of Inmate Education and Training
 - d. Director of Reentry and Program Services
 - e. Executive Assistant
 - f. Immediate support staff
5. General Counsel - Duties include but are not limited to, the management of:
 - a. Litigation
 - b. House counsel
 - c. CMR's/policies
 - d. Bridgewater legal services
 - e. Treatment Center legal services
6. Assistant Deputy Commissioner of Northern Sector Facilities - The northern facilities consists of:
 1. North Central Correctional Institution
 2. MCI Concord
 3. MCI Shirley
 4. MCI Framingham
 5. Souza-Baranowski Correctional Center
 6. South Middlesex Correctional Center
 7. Boston Pre-Release Center
 8. Northeastern Correctional Center
 9. Shattuck Hospital Correctional Unit
7. Assistant Deputy Commissioner of Southern Sector Facilities - The southern facilities consists of:
 1. MCI Cedar Junction
 2. MCI Norfolk
 3. MCI Plymouth
 4. Pondville Correctional Center
 5. Bay State Correctional Center
 6. Old Colony Correctional Center

7. Massachusetts Treatment Center
8. Bridgewater State Hospital
9. Massachusetts Alcohol and Substance Abuse Center (MASAC)

8. Assistant Deputy Commissioner of Administration - Staff reporting directly to the Assistant Deputy Commissioner should include but not be limited to:

1. Employee Relations
2. Hearings Unit
3. Administrative Prosecution Unit
4. Workers Compensation
5. Employee Assistance Services Unit
6. Payroll/Personnel

9. Assistant Deputy Commissioner of Classification - Staff reporting directly to the Assistant Deputy Commissioner should include but not be limited to:

1. Classification
2. Transfer Unit
3. Date Computation Unit
4. Sex Offender Unit
5. Central Records Unit
6. Data Collection Unit
7. Victim Services

10. Assistant Deputy Commissioner of Clinical Services - Staff reporting directly to the Assistant Deputy Commissioner should include but not be limited to:

1. Health Services Division
2. Clinical Services
3. Behavioral Health

103.03 Channels of Communication

All units/divisions and correctional institutions shall have organizational charts, which reflect the channels of communication. All communications are to be complete and timely and generally follow the chain of command as set forth.

103.04 Procedures for Emergency or Extraordinary Situations

Each institution superintendent shall have written procedures describing the chain of command and channels of communication for emergencies or extraordinary situations. At a minimum, such procedures should generally describe exceptions to the normal chain of command and channels of communication when "Institution Reaction Plans" pursuant to 103 DOC 560 are in effect. In addition, such procedures should describe any additions or exceptions to the institution's chain of command or channels of communication as a result of institution and/or Department Duty Officer Systems.

Attachment I: Table of Organization
(not on intranet)